



# CITY OF HOUSTON

## Job Posting

AP

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SENIOR INVENTORY MANAGEMENT CLERK
Posting Number	PN# 111023
Department	Department of Public Works & Engineering
Division	Public Utilities
Section	Wastewater Operations Branch
Reporting Location	611 Walker*
Workdays & Hours	M - F, 8:00 a.m. – 5:00 p.m.*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs clerical and administrative support tasks in the ordering, purchasing, receiving, stocking, storing, issuance, distribution, maintenance and repair of various parts, tools, materials, supplies, equipment and inventory. Ensures adherence to City and State guidelines for acquisition, storage, distribution, maintenance and disposition of inventory and associated records. Receives, unloads, unpacks, shelves, distributes and delivers incoming parts, tools, materials, supplies, equipment, inventory, etc. Compares and verifies incoming inventory for quality, quantity, accuracy and suitability against invoices, purchase orders, packing slips, specifications, etc. Creates and maintains records, logs, etc. of materials received, stored, issued, delivered or distributed. Performs data entry using a purchasing and inventory control system. May compile data for inventory reports. Contacts vendors to obtain price quotes. May select vendors and places orders for materials and supplies. Prepares purchase orders and requisitions. Performs follow-up to expedite delivery, receipt and payment of inventory and materials.

**WORKING CONDITIONS**

The position requires lifting of heavy items of up to (60) pounds and/or walking on rough surfaces routinely and/or regular physical exertion such as climbing of ladders. There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or GED.

**MINIMUM EXPERIENCE REQUIREMENTS**

Two (2) years of inventory control, materials management, or record keeping experience are required.

**MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

**PREFERENCES** NONE

**SELECTION/SKILLS TESTS REQUIRED** None

However, the Department may administer a skill assessment evaluation

**SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 12**  
\$ 847 - \$ 1,102 Bi-weekly      \$22,044 - \$28,652 Annually

**OPENING DATE** June 14, 2006

**CLOSING DATE** June 20, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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